

Supervision Essentials I

01-09-M401

Course Information

Supervision Essentials I is required for all new supervisors. This course fulfills Washington Administrative Code (WAC) 357-34-055 that requires new supervisors to attend management training within their first six months of assignment. You will learn tips, tools and techniques that you can use immediately. Come explore how to motivate staff, manage risk, and develop effective teams to meet your organization's objectives. You will learn to communicate better, manage conflict, and help those you supervise to navigate change effectively.

During this three day workshop, you will discuss practical experiences that face supervisors and leaders including:

- Roles and Responsibility of the Supervisor
- Leadership, Management and Supervision Styles
- Recruitment, Selection and Hiring
- Compensation and Benefits
- Effective Communication
- Coaching, Performance Management and Employee Development
- Reward, Recognition and Motivation
- Labor Relations, Discipline and Corrective Action
- Delegation and Teambuilding
- Managing Change and Conflict

Performance Objectives

Upon completion of this course, you should be able to:

- Define and describe your attributes as a supervisor and leader
- Understand your unique operating environment as a supervisor
- Identify your legal responsibilities as a supervisor
- Explain the use of performance development planning
- Employ performance improvement in any situation
- Perform a hiring requirement for your organization
- Understand and apply the compensation and benefit process

Audience

Anyone new to supervising in Washington State government including those experienced in management but new to the State system.

Cost

\$350

Registration

For more specific information including dates and registration, visit DOP's website: www.dop.wa.gov/Training

Questions

Contact Susan George at 360.664.1965 or SusanG@dop.wa.gov



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